

# Human Resource Conference Registration

Name \_\_\_\_\_ Agency \_\_\_\_\_ SSN: \_\_\_\_\_  
Phone \_\_\_\_\_ Budget Code: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Identify with a 1-5 the sessions that you consider to be the top five concurrent sessions you want to attend. The next pages contain write-ups of the concurrent sessions. Please review as needed while completing this form.

1 - Top Priority    2 - Second Priority    3 - Third Priority    4 - Fourth Priority    5 - Fifth Priority

- \_\_\_\_\_ Necessary Special Qualifications
- \_\_\_\_\_ Early Return to Work Project
- \_\_\_\_\_ Workplace Harassment Policy Review and Training Overview
- \_\_\_\_\_ Applicant Services
- \_\_\_\_\_ EEOC - Alternative Dispute Resolution Program
- \_\_\_\_\_ Succession Planning at TVA
- \_\_\_\_\_ Grievance Procedures Process
- \_\_\_\_\_ Overview of New Training Courses
- \_\_\_\_\_ Claims Administration
- \_\_\_\_\_ Insurance Update
- \_\_\_\_\_ Workers Comp Reform

## Conference Attendance

- ☐ I will attend the entire Conference
- ☐ I will attend Monday and Tuesday only
- ☐ I will attend all day Tuesday only
- ☐ I will arrive Tuesday and depart at the end of the conference on Wednesday



[Click Here  
To See Agenda](#)

Special Food Accommodations:

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Return completed registration form to Sharon Buwalda via: Fax: 615 532-0728 or E-mail:

[Sharon.Buwalda@state.tn.us](mailto:Sharon.Buwalda@state.tn.us) (click File, then click Send from Menu bar; then click ok, type in e-mail address show above in To: field; type your name in Subject: field. Click Send. If you get an error on the e-mail address, go to the novel groupwise address book and key in Sharon's last name then click on name in address book then click on send.)

# 2004 Human Resource Conference

## Concurrent Sessions

Below is information regarding concurrent sessions to be held on Tuesday, November 9, 2004. Review the descriptions and choose the five sessions that are your top priority.

### **Necessary Special Qualifications**

Tony Perry, Director of Examinations  
Department of Personnel

This session will provide a discussion of minimum and necessary special qualifications and their use on Career and Executive job descriptions, including the conduct of criminal history background investigations, verification of citizenship, and selective service registration.

### **Early Return to Work Project**

Gary Stockton  
Middle Tennessee Mental Health Institute

During this session Gary will share how MTMHI put together a program for early return to work for employees with work related injuries.

### **Workplace Harassment Policy Review and Training Overview**

Kae Carpenter, Legal Counsel  
Carl Ihlenfeld, Training Officer  
Department of Personnel

During this session, participants will discuss the newly published workplace Harassment Policy. The two new training courses developed to train employees at all levels in the new policy will be reviewed.

### **Applicant Services**

Mike O'Neal, Director of Applicant Services  
Department of Personnel

In this session, information will be provided regarding current time frames and procedural steps in the application process, recent and projected changes in procedures (e.g., announced examinations, online application, website), and suggestions to help you assist Applicant Services provide better service to agencies and applicants.

## **EEOC Alternative Dispute Resolution Program**

Bernard Robinson  
Bob Stevenson

The session is designed and presented by EEOC Representatives from the Memphis District Office and Nashville Area Office. The agenda for the session is presented in two consecutive hour and ten minute presentations. The first consists of a slide presentation and open discussion. The second part consists of a group exercise and a Mock Mediation Enactment then followed by Questions and Answers. The objective of the session is to familiarize Human Resource Specialist and Management personnel with the mediation process and gain an understanding of the EEOC Alternative Dispute Resolution and Enforcement Program.

## **Succession Planning at TVA**

Doris Freeman Splawn, Program Manager  
H.R. Solutions

Attend this session and learn how and why TVA developed and implemented their succession planning program, the success story and lessons learned.

## **Grievance Procedures Process**

Patsy McGee, Director of Employee Relations  
Department of Personnel

Participants in this session will discuss the how to's of the grievance procedure process. Come prepared to ask questions and gather much needed information.

## **Overview of New Training Courses**

Geneva Lannom, Training Officer  
Carl Ihlenfeld, Training Officer  
Department of Personnel

During this session two new courses will be previewed. "Customer Service for State Government" a new one-day employee level course has been piloted twice and will be announced in January's interdepartmental class announcement. "Managing Performance 2", the newly developed course which will replace Managing Performance, is one of the required courses for supervisors through the Leadership Development Initiative Phase 1. Attend this session and find out what's included in these two courses and how you can become certified to train either course.

## **Claims Administration**

Anne Adams, Director,  
Division of Claims  
Kathy Dawson  
Sedgwick CMS

This session will provide general information on workers' comp claim procedures, with an emphasis on the Call Center (1-800claim filing and online filing).

## **Insurance Update**

Teresa Liles, Insurance Administration  
Finance & Administration

During this session participants will find out about the latest updates and changes to state employee insurance.

## **Worker's Comp Reform**

Sue Anne Head, Director  
Workers Compensation

Attend this session to find out about the changes to Workers Compensation.